

January 2006

DOH PUB. #331-281 (Rev.)

Distance Education Reimbursement

A program for operators of small water systems

Program Description

The Office of Drinking Water (ODW) is funding a program to reimburse 100 certified operators of small water systems in Washington for successful completion of approved distance education. Between January 1 and December 31, 2006, certified operators of systems serving a population of less than 3,300 people may receive up to \$200 in reimbursement for distance education completed following ODW's criteria.

The reimbursement program is designed to help certified operators of small water systems meet their professional growth renewal requirement. Distance education is an alternative for operators who have difficulty attending classroom training. It includes:

- Online (Internet) training
- Correspondence courses
- CD-ROM (computer) training
- Videotape training

Courses approved for reimbursement

Before you enroll in a course, contact the Washington Environmental Training Center (WETRC) to make sure the course is approved. WETRC will provide you with the most current list of approved distance education courses, instructions and forms. The following types of courses will be considered for reimbursement under this program:

- Distance education courses on the approved list that have been evaluated and assigned Continuing Education Units (CEU).
- Distance education that meets the established professional growth relevancy criteria and is offered for college credit through an accredited college or university.

Eligibility for reimbursement

Only certified operators that have not met the professional growth requirement for the current reporting period and work for water systems serving a population of less than 3,300 may request reimbursement under this program. You may qualify for reimbursement of certain distance education fees and materials if you successfully complete an approved distance education course following ODW procedures.



HELPING TO ENSURE SAFE AND RELIABLE DRINKING WATER

Expenses that qualify for reimbursement

Reimbursement is limited to \$200 in allowable expenses per eligible operator, or until the total amount available for reimbursement under this program runs out. Allowable expenses include course enrollment or registration fees, and materials such as correspondence course manuals, CDs or videotape required to complete a course.

The cost of optional study references or materials not required as part of the course enrollment does not qualify for reimbursement.

How to apply for reimbursement and receive credit

Once you have selected a class from the approved list, you must enroll directly with the course sponsor and pay for all enrollment fees and required materials. After you have successfully completed the course following the *Distance Education Approval and Examination Procedure*, complete the forms listed below and submit them to WETRC for evaluation:

- *Water Works Distance Education Submittal Form*
- *Affidavit of Distance Education Examination Monitoring*
- *Small Water System Distance Education Reimbursement Request Form*

WETRC will evaluate your request and send you written verification of your eligibility for reimbursement under this program. If your request is approved, you should receive your reimbursement check within 30 days.

CEU earned for successful completion of approved distance education will be posted to your professional growth transcripts. If you have already met your professional growth requirement for the current reporting period, you are not eligible for reimbursement under this program.

For more information on distance education reimbursement

The Certification Services Division of WETRC at Green River Community College is administering this program. Contact WETRC Certification Services staff by phone at (253) 288-3369 or (800) 562-0858 for:

- Answers to your questions
- A current list of approved courses
- Procedures
- Instructions
- Forms

